

COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

Tel: (707) 884-1829 Fax: 884-9119

AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS

>>> 4:30 pm Monday, November 17, 2014 <<<

Bill Platt Training Center

38901 Ocean Drive

Gualala, CA

1. Call to Order Toedter
 2. Adoption of the Agenda
 3. Minutes Approval – 13 & 20 October 2014
 4. Privilege of the Floor – Public Comment
 5. Old Business – Information or Action
 - Community Medical Center Update – Information Toedter
 - FY13-14 Budget Execution Foster
 - FY15-16 Budget Schedule and Guidance Foster
 - DA Search Committee Update – Information Hughes
 6. New Business
 - Board Vacancy regarding Provencher Resignation Toedter
 7. Reports
 - Committee Reports
 - District Administrator
 8. Other
 - General announcements
 9. Adjournment
- Scheduled Board of Director meetings (4:30 at Bill Platt Training Center unless otherwise noted):
 - December 8, 2014



MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
October 13th, 2014

Call to Order. President Toedter called the meeting to order at 4:30p.m. Present: Directors Perry, Schwartz, Provencher, Dodds and Bower.

Adoption of the Agenda. President Toedter noted that the New Business item "District-area Pharmacy Requirements" should have been listed as Old Business, and requested the addition of another item of Old Business, "Nominating Committee Report".. Director Perry moved for adoption as amended, Director Provencher seconded, all ayes.

Approval of September 23, 2014 Board Minutes. Director Provencher moved to adopt the Minutes, Director Schwartz seconded, all ayes.

Privilege of the Floor- Public Comment: None at this time; President Toedter announced the public would also be given an opportunity to comment later in the agenda.

Old Business-Information or Action

- **Nominating Committee Report – Action**
The Nominating Committee (President Toedter, Director Schwartz and Community Member Rich Hughes) reported their recommendation of Geoffrey Beaty to fill the Board vacancy resulting from the resignation of former Director Randolph, for a term expiring in December 2016. Director Perry moved to adopt this nomination, Director Schwartz seconded, all ayes.

- **Board Appointment: Oath of Office – Action**
President Toedter then delivered the oath of office with Beaty, who joined the meeting as Director.

- **District-area Pharmacy Requirements - Information**

Jessica Jorgensen, Pharmacy Tech and spouse of Arena Pharmacy owner Chris Jorgensen, delivered a message from Chris, who apologized from being unable to attend today's meeting. The message described the actions Chris is taking to fill the void caused by the pending closure of Gualala Pharmacy, including possible extended hours, additional delivery routes, and working with RCMS to explore other options. RCMS Medical Director Tom Bertolli stated that RCMS was investigating the requirements for being a delivery/pick-up point for Arena Pharmacy prescriptions in the Gualala area. Further information will be available at the next CLSD Board Meeting. DA Foster offered assistance as needed.

- **Joint Operating Group (JOG) Update - Information**

Directors Perry and Dodds reported that the JOG was developing its priorities, and had discussed the distribution of JOG updates.

- **DA Search Committee Criteria - Action**

A search committee to manage filling the vacancy created by DA Foster's resignation (effective June 30, 2015) was proposed: President Toedter, Directors Schwartz and Dodds and Community member Rich Hughes. Director Schwartz moved to accept this proposal, seconded by Director Perry, all ayes. The committee scheduled a single issue Special Board Meeting for October 20 at 3:30 pm, at the Bill Platt Training Center in Gualala.

New Business (none)

Reports:

- QA/QI- No report
- Governance Committee. No report.
- Finance Committee. No report. Next meeting rescheduled for November 10 at 3:30 pm, location to be announced.
- District Administrator – Report was distributed with the agenda material.
- Write-offs for September 2014-Director Schwartz moved to approve, Director Perry seconded, all ayes.

General Announcements:

- DA Foster reminded the Board of the upcoming Brown Act training session, hosted by Gualala Community Service District.
- Next Board of Directors Meetings
 - Monday, October 20, 2014, 3:30 p.m. at the Bill Platt Training Center, CLSD Headquarters, in Gualala.
 - Monday, November 17, 2014, 4:30 p.m. at the Bill Platt Training Center, CLSD Headquarters, in Gualala.
 - Monday, December 8, 2014, 4:30 p.m. at the Bill Platt Training Center, CLSD Headquarters, in Gualala.

Adjournment. Director Schwartz moved for adjournment, Director Perry seconded, all ayes. Meeting adjourned at 5:50 pm.

Minutes approved:

Date



MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS
Oct 20th, 2014

Call to Order. President Toedter called the meeting to order at 3:30p.m. Present: Directors Perry, Schwartz, Beaty, Dodds, and Bower. Absent: Director Provencher.

Adoption of the Agenda. Director Dodds moved for adoption, Director Schwartz second, all ayes.

Privilege of the Floor- Public Comment: None at this time; President Toedter announced the public would be given an opportunity to comment later in the agenda.

Old Business-Information or Action

- DA Search Committee - Action
Director-elect Richard Hughes, a member of the Search Committee, facilitated a discussion among board members to achieve consensus on priority of key characteristics for the District Administrator position. The results of that discussion are attached to these minutes. In addition, the board agreed in principle to:

1. Board wants to review current job description of District Administrator
2. All applicants need management experience as a minimum
3. The District Administrator will be a $\frac{3}{4}$ time position as is our existing DA.
4. The salary range will be the same salary range as our existing DA and will be stated as total compensation: Base salary plus potential performance bonus of 10% plus $\frac{3}{4}$ of standard annual health insurance benefit plus 15.77% contribution made to PERS for 2% at 55 program
5. The possible reimbursement for applicant travel and moving expenses will be reviewed later in the recruitment.

6. Up to \$3,000 will be the budget for advertising and up to \$1,200 for graphic artist assistance for a full-page brochure.
7. Director Perry will take the lead in developing the brochure for review and input by all Board members.
8. The tentative timing of the recruitment will be to solicit applicants in January 2015 with an application deadline of about mid-February; paper screening of candidates and then telephone interviews of a smaller group by mid-March by the Search Committee; an Assessment Center process for the top candidates by mid-April; and reference checking of finalists and selection by early May.
9. The final assessment of finalists will be through an Assessment Center process using outside people as assessors, including representation of CLSD line staff, with the Board of Directors as observers.

The Board was provided a report on the initial high priority characteristics of the 'ideal' District Administrator. A final tally will be provided when the remainder of Board members and staff submit their rankings.

New Business: None

July 2014 A/R Write-offs-Director Schwartz moved, Director Dodd seconded, all ayes.

General Announcements:

- Director Schwartz reported on the successful retirement party for Terry Pfardresher and thanked everyone for participating and supporting the event.
- Next Board of Directors Meetings
 - November 17, 2014
 - December 8, 2014

Adjournment. Director Perry moved for adjournment, Director Schwartz second, all ayes. Meeting adjourned at 4:55pm.

Minutes approved:

Date



Coast Life Support District
FY14 Budget Execution

(\$000)

<u>EMS PROGRAM</u>		<u>Actual</u>	<u>Budget</u>	<u>Delta</u>	<u>%</u>
Income					
4000	Tax	921.8	912.7	9.1	1.0
4200	Ambulance	744.0	573.1	173.9	30.3
4x00	Other	13.7	3.6	10.1	280.6
	Total	1,679.5	1,489.4	190.1	12.8
Expense					
5000	Personnel	1013.0	1058.1	(45.1)	(4.3)
6000	Ambulance Ops	181.8	162.0	19.8	12.2
6700	Overhead	62.5	60.9	1.6	2.6
6900	Training	9.6	11.0	(1.4)	(13.1)
8000	Interest	(1.7)	4.0	(5.7)	(43.2)
9000	Depreciation	70.5	83.2	(12.7)	(15.3)
	Total	1335.7	1379.2	(43.5)	(3.2)
<i>EMS Program Net</i>		<i>343.8</i>	<i>110.2</i>	<i>233.6</i>	<i>212.0</i>

<u>URGENT CARE PROGRAM</u>		<u>Actual</u>	<u>Budget</u>	<u>Delta</u>	<u>%</u>
Income					
4000	UC Tax	198.5	197.4	1.1	0.6
Expenses					
7000	Urgent Care Program	418.5	238.1	180.4	75.8
<i>Urgent Care Program Net</i>		<i>(220)</i>	<i>(40.7)</i>	<i>(179.3)</i>	<i>440.5</i>

<u>RESERVE FUND STATUS</u>	<u>FY13 YE</u>	<u>FY14 +/-</u>	<u>FY14 YE</u>
EMS PROGRAM	139.7	328.9	468.6
URGENT CARE PROGRAM	627.6	(220.0)	407.6

BUDGET EXECUTION HIGHLIGHTS - FISCAL YEAR 2013-14

EMS INCOME Net change from budget forecast +\$190.1K or +12.8%

4000 Tax income +9.1K. *Slight increase from budget due to in-house parcel audit*

4200 Ambulance Income +\$173.9K. *Approximately \$105K of this is due to state program for increased reimbursement for Medi-Cal patients, backdated to 2010. Balance is due to higher collection rate than forecast.*

EMS EXPENSE Net change from budget forecast (\$43.5K) or (3.2%)

5000 Personnel Expense (\$45.1K) *Net Decrease from budget forecast*

5300 Payroll Taxes (\$19.5K) *Overestimated payroll tax rate*

5350 CalPERS (\$10.6K). *Overestimated payroll for FY budget*

5400 Salaries and Wages (\$10.5K). *Multiple puts and takes.*

6000 Ambulance Operations/Overhead *Net change from budget forecast +\$19.8K*

6415 Communications +\$19.3K *for buildout of Coast Blue radio system*

9500 Depreciation Expense (\$12.7K)

UC INCOME No significant change from forecast.

UC EXPENSE Net change from budget forecast +\$180.4K

7010 UC Administration +162.2K. *Primarily the Camden study*

7020 Election Expense (April 2014) +\$16.6K

Progress Report

Search Committee
District Administrator Recruitment

CLSD Board meeting – November 17, 2014

- Ad for December Soundings completed (attached)
- Refining ad, list serve and other candidate marketing sources
- Working on brochure for Board approval
- High priority characteristics of "Ideal" Administrator tallied (attached)
- Characteristics sought by staff (attached)

**The
Coast Life
Support
District
is recruiting
a District
Administrator**

**The Coast Life Support District (CLSD)
Board of Directors encourages you to
apply if you:**

- Are a seasoned and collaborative manager with strong people and financial management skills that will work in a small organization
- Want to make a difference in improving emergency and health care in our remote 60 miles of northern California coastline
- Will continue the service excellence of our 16 full-time and part-time staff while promoting further innovation
- Prefer to work less than full-time and would enjoy working and living in a rural, ocean-side community
- Appreciate and can retain the strong community support for the Coast Life Support District

CLSD, located in Gualala, CA, has a publicly-funded budget of \$2 million to finance ambulance services as well as Urgent Care now provided on a contractual basis by our local medical clinic, Redwood Coast Medical Services.

The salary range now for this $\frac{3}{4}$ time position is \$61,300 to \$79,900 plus benefits and bonus potential.

For additional information on this position and the recruitment process, please review the brochure at
<http://clsd.ca.gov/>
or email boardpresident@clsd.ca.gov

THE “IDEAL” DISTRICT ADMINISTRATOR FOR CLSD

Here are the characteristics of the “ideal” District Administrator who received a high priority ranking from at least five of the eight Board or Board-elect people who completed rankings.

1.Keeps the District on the cutting edge of EMS
2.Have strong interpersonal people and public relations skills to quickly form effective working relationships with residents, business and community groups.
3.Has a strong team orientation and doesn’t need to be a “star
4.Is mature and quietly self-confident; doesn’t view differing ideas/opinions as personal criticism.
5.Will be a role model within CLSD for integrity, work ethic and commitment to service excellence
6.Is a visionary towards the future of CLSD and health care on the Coast including the concept of health care as an integrated health care system...as per the Camden report
7.Mentors and develops the team
8.Approachable
9.Sees the District as a critical partner in the health care of an isolated geographical area and will not focus exclusively on the ambulance service needs of CLSD.
10.Experienced and comfortable in the financial management of an organization the size of CLSD with regard to budgeting, financial reporting, accounting and cash management
11.Can be depended upon to give his/her best professional recommendation and does not count votes first
12.Is effective in inter-agency settings such as working with the area fire departments, hospitals and the various administrators in two counties and at the state level.
13.Is a skilled communicator both orally and in writing, makes clear and concise recommendations supported by well-written staff reports

14. At ease working and living within a remote and rural community
15. Participative style
16. Encourages ideas to bubble up from rank and file
17. Has a track record of successful partnerships and is a team player with other emergency service providers
18. Understands the difference between management and leadership, and is skilled in both areas
19. Is politically aware and astute, but is not political.
20. Will fit into an organization and community which has an informal style
21. Embraces and understands the mission of CLSD
22. Maintains the excellence of our ambulance service

“Ideal” District Administrator from perspective of staff

(7 responses)

An understanding/experience in EMS	(5)
Budgeting and financial management skills	(4)
Communication skills, including listening and public speaking	(4)
Progressive, innovative and thinks outside box	(3)
People and relationship building skills	(3)
Management experience in the public sector	(2)
Advocate for CLSD at state level	(2)
Decisive	(2)
Consistent	(2)
Employee and District advocate	(2)
Understands what each employee does	(2)
Ability to work with boards and their behaviors	(2)
Other attributes mentioned	(1)
<ul style="list-style-type: none">• Management experience above supervisor• Familiar with rural environment• Encourages teamwork and works well in team• Enthusiastic about CLSD mission• Lives in District• Able to support as well as direct/coach subordinates• Honest and has clear expectations• Coaches and approachable• Understands chain of command• Right balance in focusing on ambulance and other health care issues	

COAST LIFE SUPPORT DISTRICT
Post Office Box 1056 • Gualala, California 95445
www.clsd.ca.gov



SCOTT FOSTER, DISTRICT ADMINISTRATOR
TEL: (707) 884-1829 EXT. 16
FAX: (707) 884-9119
scott.foster@clsd.ca.gov
TEL: (707) 884-1829 EXT. 2
FAX: (707) 884-9119
evan.dilks@clsd.ca.gov

EVAN DILKS, OPERATIONS MANAGER

October 1, 2014

**MEMORANDUM FOR THE CHAIR, QUALITY ASSURANCE/QUALITY IMPROVEMENT COMMITTEE,
COAST LIFE SUPPORT BOARD OF DIRECTORS**

From: CLSD EMS Medical Director

Via: CLSD District Administrator

Subj: CERTIFICATION OF QA/QI PROGRAM COMPLIANCE

For the quarter ending September 30, 2014, I have reviewed 100% of ALS patient charts and noted any reportable conditions and conditions requiring corrective action. I have met with all CLSD paramedics and conducted training where necessary to ensure continued quality improvement in patient care. The District remains in full compliance with all QA/QI internal and external policies and regulatory requirements.

For this quarter, there are no adverse actions or potential litigation requiring board attention.

A handwritten signature in black ink, appearing to read "T. Bierbaum MD".

Tuck Bierbaum, MD
EMS Medical Director